



**Community Development Department
Planning & Engineering Divisions
Monthly Report for February 2011
March 17, 2011**

Activity

- [Land Use Applications](#) – There was 1 application compared to 2 in 2010.
- [Pre-Submittal Applications](#) – There were 3 applications compared to 5 in 2010.
- [City Council](#) – City Council heard 5 land development projects compared to 10 in 2010.
- [Planning and Zoning Commission](#) – There was 1 project heard compared to 2 in 2010.
- [Board of Adjustment](#) – There were 2 variance requests heard compared to 0 in 2010.
- [Fence Permits](#) – There was a total of 7 applications compared to 9 in 2010. Average number of days to approve was 2.42 business days.
- [Sign Permits](#) – There were a total of 20 applications compared to 22 in 2010. Average number of days to approve was 3.15 business days.
- [Right-of-Way Permits](#) – There were 0 permits issued compared to 7 in 2010.
- [Public Improvement Agreements](#) – There was 0 PIA submitted compared to 0 in 2010.
- [Construction Drawings](#) – There were 2 CD applications compared to 1 in 2010.
- [Infrastructure Inspections](#) – There were 16 individual projects/sites inspected this month. City staff spent a total of 48 hours performing these inspections compared to 75 hours in 2010.
- [Business Registration Sales Tax License](#) – There were 21 business registration/sales licenses approved in 2011 compared to 0 in 2010.
- [CMRS Permits](#) – There was 1 permit issued compared to 2 in 2010.
- [Legal Fees](#) – There was \$1,000 in revenue collected in 2011 compared to \$1,000 in 2010.
- [Other Fees](#) – There was \$31 in revenue collected in 2011 compared to \$0 in 2010.
- [Visitors](#) – There were 73 visitors; an average of 2.6 per work day.
- [Customer Surveys](#) – Planning & Engineering sent 5 surveys in February and received 3 results.

Revenue

[Total Revenue](#) – February monthly revenue was \$22,363 compared to \$18,094 in 2010. YTD \$69,763 in revenue has been collected, which is 158.6% of the 2011 projected budget of \$43,900. Only \$49,720 of the \$147,232 federal grant money for Paperless Plan Review and Bus Benches was spent; the balance will be rolled over from 2010. Permits for Bus Bench Shelter are now part of the Land Use Fund. We collected \$6,333 for February and \$12,666 year to date; this is not included in the total since it has a different budget line item.

P & E Special Projects

Below are the major projects for February and the approximate amount of time spent on each project. **326.5 Hours** were spent on special projects in February.

- **Transportation Master Plan** – The draft short term plan is finished and under review. Staff is getting ready to kick-off Phase II of the plan. Time spent in February was **3.5 Hours**.
- **Cherry Creek Stream Reclamation Project** – Staff continued to work with SEMSWA, Parker Jordan Metro District and Urban Drainage and Flood Control District on this project. Time spent was **2 Hours**.
- **EECBG Grant/Paperless Review** – Nothing new to report on this ongoing project.

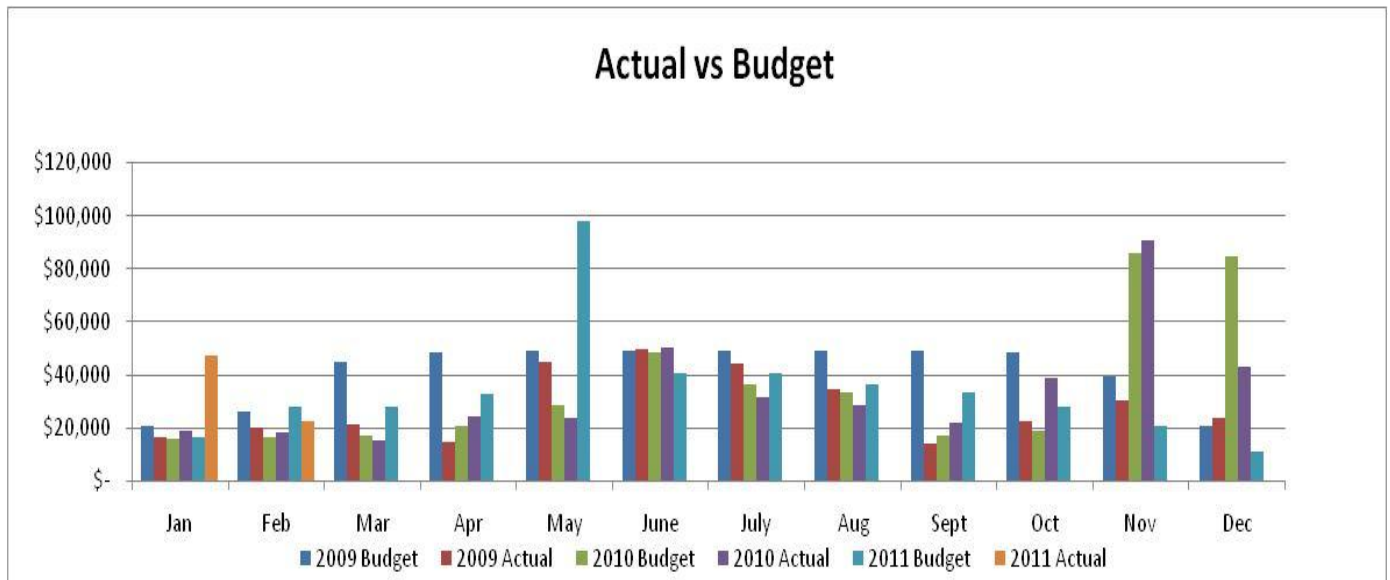
- **Bus Bench Grant** – 15 benches were installed at sites that did not require concrete site work. The remaining 19 benches will be installed towards the end of March and early April as site work is complete. **3 Hours** were spent on this project.
- **Bicycle Lane Project** – Design drawings are completed for restriping of City streets to accommodate bike lanes. Staff hopes to get bids for the project in February to prepare for a spring construction season. Engineering staff spent a total of **12 Hours** in February on this project.
- **LDC Zoning Map** – Total staff hours spent in February was **41 Hours**. Four HOA meetings were held in February as part of the public outreach program. GIS spent 13 of these 41 hours on web mapping and edits of the residential portion as well as consolidating into a layer for merging with current zoning.
- **Lighting Code** – Staff spent **6 hours** in February. A draft lighting code was submitted to City staff by the lighting code consultant. Staff reviewed the draft code and provided comments to the consultant. Staff also presented an update on the EECGB lighting code contract to City Council on February 14th.
- **Civic Center Park** – Contract was awarded to Turner Construction, groundbreaking will be held on March 23, 2011 at 10:00am. We have set weekly meetings with Long Range Planning and Engineering group and monthly progress meetings have been set with City Managers staff. Staff time spent was **74 Hours**.
- **IKEA Way Finding Traffic Signs** – Staff recognized a need for traffic signage for the motorists traveling to and from the upcoming IKEA store due to open in the fall of 2011. Staff wrote a new policy for way finding signage and prepared a plan for implementation. Staff also presented the plan to IKEA management and City council. Staff will present the plan to City Council in March. Time spent in February was **3 Hours**.
- **IKEA Coordination Committee** – The department continued its role in coordinating interagency review of this project to ensure that the regulatory review, inspection and approval process of the new IKEA store does not slow down the grand opening in the fall of 2011. Staff facilitated one meeting in February. We anticipate this meeting schedule will continue for several months. Total staff time spent on this effort was **12 Hours**.
- **IKEA Go Committee** – Staff attended the second meeting and spent **3 Hours**.
- **Neighborhood Resource Guide (NRG)** – Community Development staff spent **15 hours** preparing the 2011 NRG for printing. The guide should be available to the community towards the end of March.
- **Home Improvement Program (HIP)** – The HIP Kick-Off luncheon took place on 2/24/2011. South Metro Chamber, HOA members, Contractors, Centennial citizens, and Realtors were involved as stakeholders in the program. The purpose of the committee is to provide insight and feedback to City staff on program goals, components, structure and incentives. The next meeting is in March. Staff spent **20 Hours**.
- **Medical Marijuana** – The second Medical Marijuana meeting is scheduled for 3/10/2011. Overall, the role of this committee is to have an open dialogue where both the pros and cons of the use of Medical Marijuana can be discussed. The third meeting is scheduled for 3/31/2011. The findings will be presented to City Council at a later date. Staff spent **10 Hours** on this program.
- **Temporary Sign Enforcement** – Staff met to finalize the level of service analysis for the ban on temporary signs in the City's Rights-of-Way for presentation to City Council on February 14th. Staff spent **8 Hours** on this effort.
- **Annexations** – Staff worked to advance the annexation of Centennial Promenade shopping center. City Council approved the annexation in late February. Time spent was **21 Hours**.

- **GIS Projects: (Total of 93 GIS Hours)**

- **Contract Negotiations** – Search Engine Optimization (SEO). GIS spent **45 Hours** on the creation of a large dataset to enable property records to be configured for search engines to retrieve data for external clients. Includes negotiations with vendors and research.
- **USPS Property for Economic Development Map** – GIS spent **10 Hours** mapping and assembling data for the Park area with renditions on approximate sizes of 10 Acres and annexation map possibility.
- **Single-family Household Calculations** – GIS spent **2 Hours** estimating the number of Single-family households in the City for Economic Development and Communications.
- **Centennial Boundary Edit and Calculation for the New Annexation** – GIS spent **2 Hours** editing of the City boundary with calculations for Economic Development and communications. This data was distributed to Arapahoe County, Metcom911 and DRCOG.
- **Address System** – GIS staff spent **4 Hours** troubleshooting and advising on the Address System reports to internal stakeholders. Meetings were held with Sales Tax to determine their needs.
- **Training** – GIS spent **5 Hours** on training on ESRI, Project Management, and Open Source Technology. Trained on various aspects of technology and cloud computing.
- **GIS Coordination with Public Works** – GIS spent **2 Hours** on this project. It is an ongoing effort between departments to ensure deliverables, expectations and coordination among different departments. February included Google search, mapping conversations, and Douglas County Snow Routes.
- **IT Troubleshooting** – **7 Hours** was spent on Plotter failure and help with GIS technology to users. The City's Geo-database had a corruption issue to solve this month as well.
- **Eco Team Research and Meetings** – **2 Hours** was spent on this quarterly meeting on the Eco Team to determine the next quarter's projects and work. Some research was needed in researching Green workplace programs.
- **SIPA Grant** – Accepted an award for the City concerning the State's technology grant. A trip to the State Capitol with the Mayor was required. **2 Hours** was spent on this project.
- **City's 10th Anniversary** – GIS spent **8 Hours** on mapping and assembling data for the celebration showing the growth of the city over time.
- **Xcel Energy Easement Map** – **2 Hours** was spent on location of an Xcel easement and mapping for the Cotswold Green project.
- **Poster Printing** – GIS spent **2 Hours** gathering of materials and assisting City Manager's Office and Economic Development on posters for special events.

Total Revenue

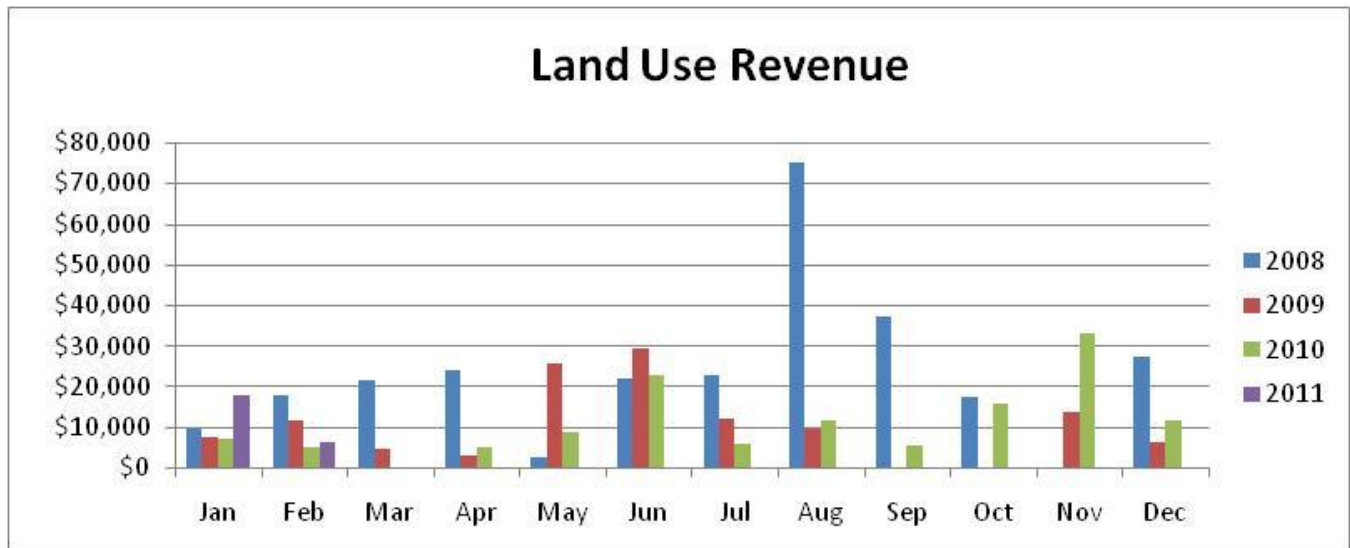
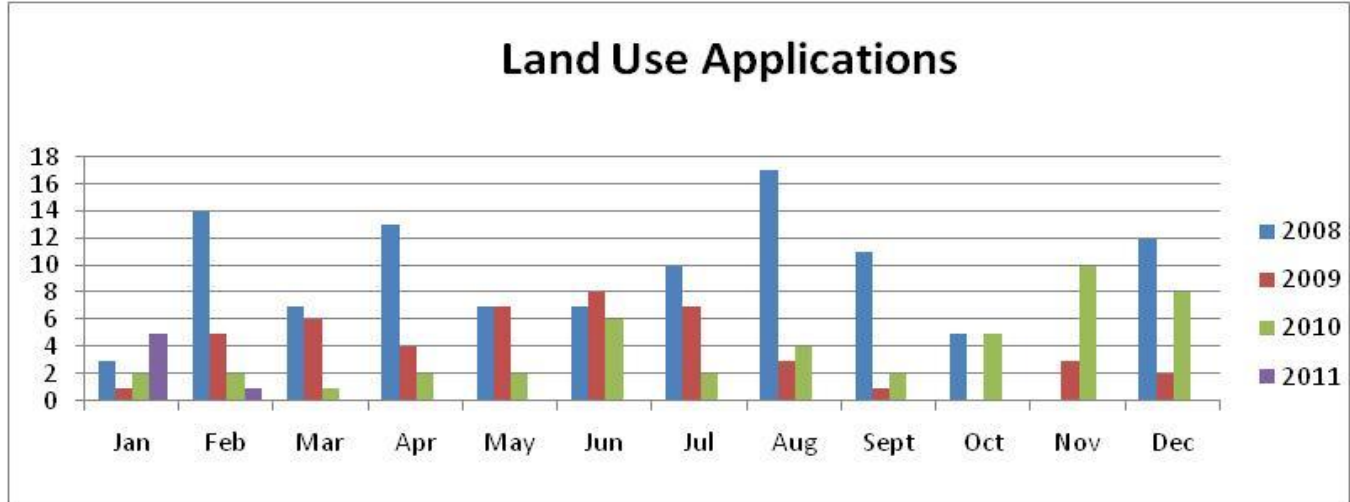
In February the total revenue received was \$22,363. YTD the Planning & Engineering revenues of \$69,763 are roughly 159% of the projected 2011 YTD budget of \$43,900.



- **Land Use Applications** – YTD \$23,724 in revenue has been collected, which is above the 2011 projected budget of \$16,000.
- **Fence Permits** – YTD \$3,981 in revenue has been collected, which is above the 2011 projected budget of \$800.
- **Sign Permits** – YTD \$7,738 in revenue has been collected, which is below the 2011 projected budget of \$11,000.
- **Right-of-Way Permits** – YTD \$1,415 in revenue has been collected, which is below the 2011 projected budget of \$2,000.
- **Public Improvement Agreements** – YTD \$1,000 in revenue has been collected, which is equal to the 2011 projected budget of \$1,000.
- **Construction Drawings** – YTD \$13,800 in revenue has been collected, which is above the 2011 projected budget of \$2,000.
- **Infrastructure Inspection** – YTD \$4,500 in revenue has been collected, which is above the 2011 projected budget of \$500.
- **Legal Fees** – YTD \$5,500 in revenue has been collected, which is above the 2011 projected budget of \$4,000.
- **CMRS Fees** – YTD \$6,750 has been collected, which is above the 2011 projected budget of \$1,800.
- **Other Fees** – YTD \$1,355 has been collected, which is above the 2011 projected budget of \$1,000. This amount includes all miscellaneous fees and revenue including Engineering hours from the Open Space Fund.
- **Federal Grant Revenue** – YTD no money has been collected, which is below the 2011 projected budget of \$97,512. Money is reimbursed only after it is spent. We spent only \$49,720 of the \$147,232 in 2010, leaving the balance of \$97,512 to be used in 2011.

Land Use Applications

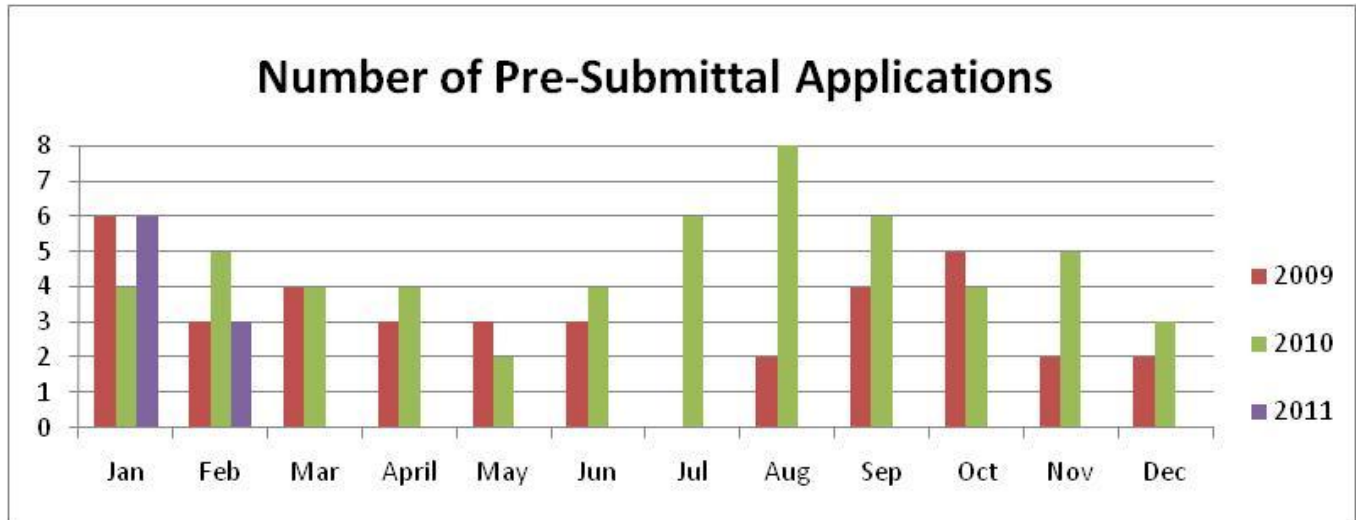
In February, the City received 1 land use application with \$6,063 in monthly revenue. YTD land use application activity is higher than the previous year and YTD revenues are significantly higher. YTD applications for 2011 are 6 compared to 4 in 2010. YTD revenues for 2011 are \$23,724 compared to \$12,055 for 2010.



Land Use Applications Submitted (February 2011)		
Land Use Case Number	Project Name	Open Date
LU-11-00020	Kaiser Permanente FDP	02/04/2011

Pre-Submittal Applications

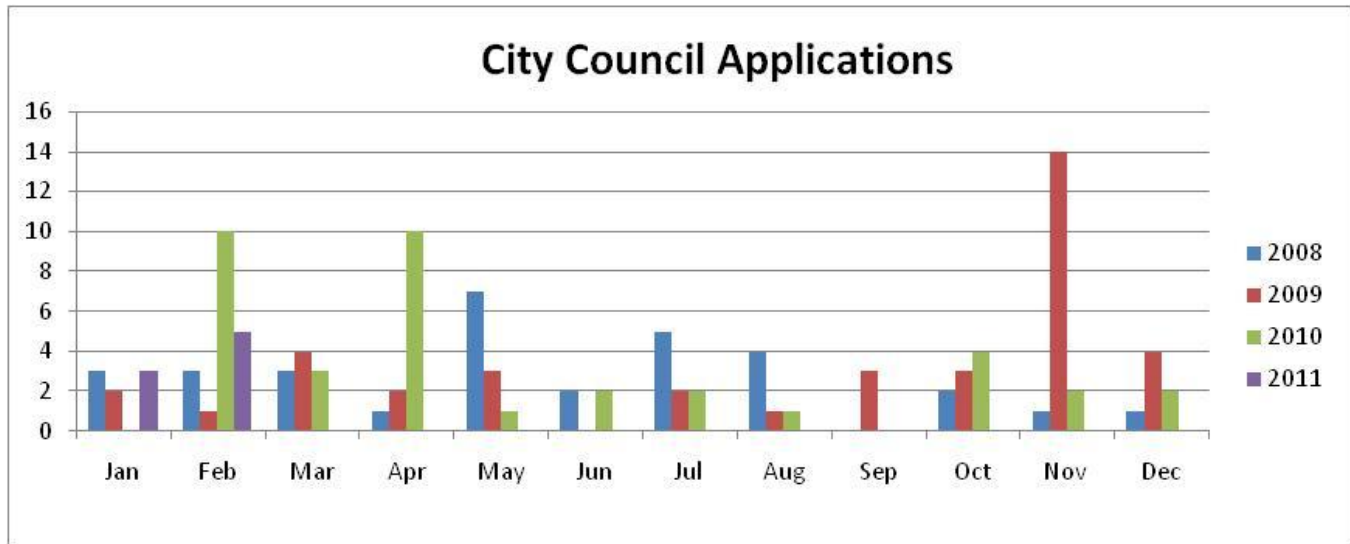
In February, the City received 3 pre-submittal applications compared to 5 in 2010. YTD pre-submittal activity is the same as the previous year. YTD total applications received for 2011 are 9 compared to 9 for 2010. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (February 2011)		
Pre-Submittal Case Number	Project Name	Open Date
PS-11-00023	SEAKR Engineering FDP Amendment	02/11/2011
PS-11-00024	Walmart Generator & Switchgear	02/16/2011
PS-11-00025	Time Warner Fence	02/18/2011

City Council

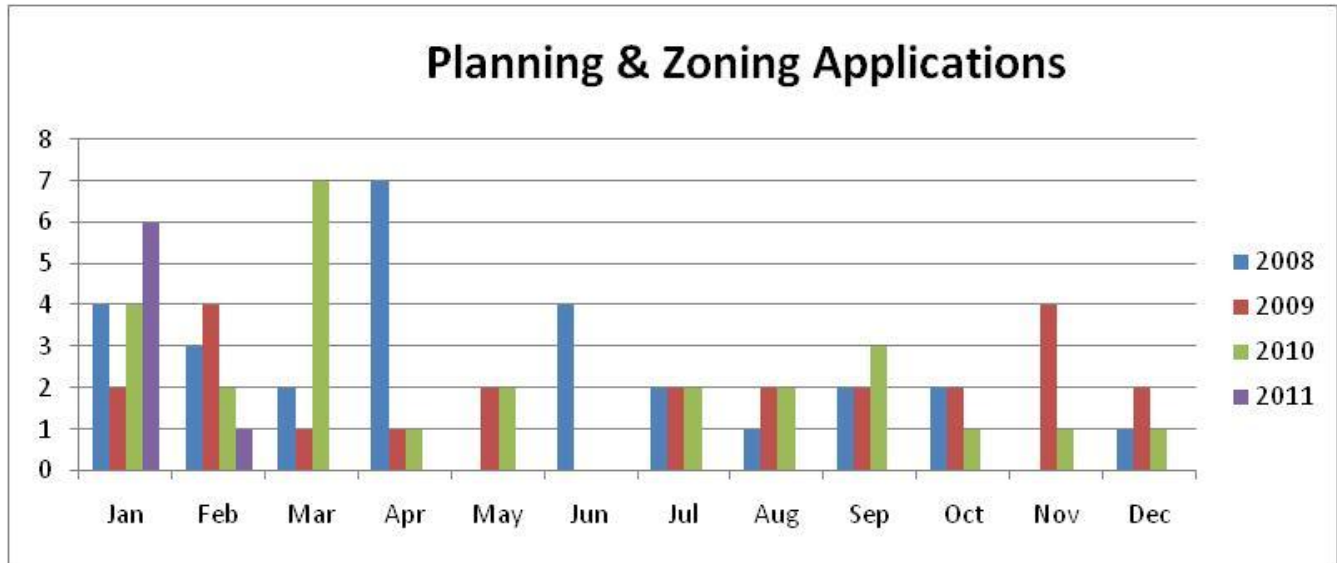
In February, City Council heard 5 Land Development projects as compared to hearing 10 in 2010. YTD, City Council has heard 8 development projects as compared to 10 in 2010.



Land Development Projects Heard by City Council (February 2011)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Sterling Auto Body FDP	LU-10-00080	02/07/2011	Approved
Land Use	Deferred Code Items Lighting Code Temporary Sign Update	NA	02/14/2011	NA
Land Use	Goddard School Annex FDP	LU-10-00111	02/23/2011	Approved
Land Development Projects Scheduled for City Council (March 2011)				
Description	Case Name	Case Number	Hearing Date	
Land Use	AlloSource FDP	LU-10-00118	03/07/2011	
Land Use	AlloSource FP	LU-10-00119	03/07/2011	
Land Use	Golden Corral FDP,PP	LU-10-00122/123	03/07/2011	
Land Use	Cotswold Green Subdivision FDP,PP	LU-10-00010/11	03/07/2011	
Land Use	TMP Master Plan Joint Meeting	NA	03/14/2011	
Land Use	Home Occupations/Stock Piling/Oversized Vehicles	NA	03/14/2011	
Land Use	GO Toyota	LU-10-00103	03/21/2011	
Land Use	Sign Code 2 nd Reading	NA	03/21/2011	

Planning & Zoning Commission

In February, the Planning & Zoning Commission heard 1 development project as compared to hearing 2 in 2010. YTD, the Planning & Zoning Commission has heard 7 development projects as compared to 6 in 2010.



Land Development Projects Heard by PZ Commission (February 2011)

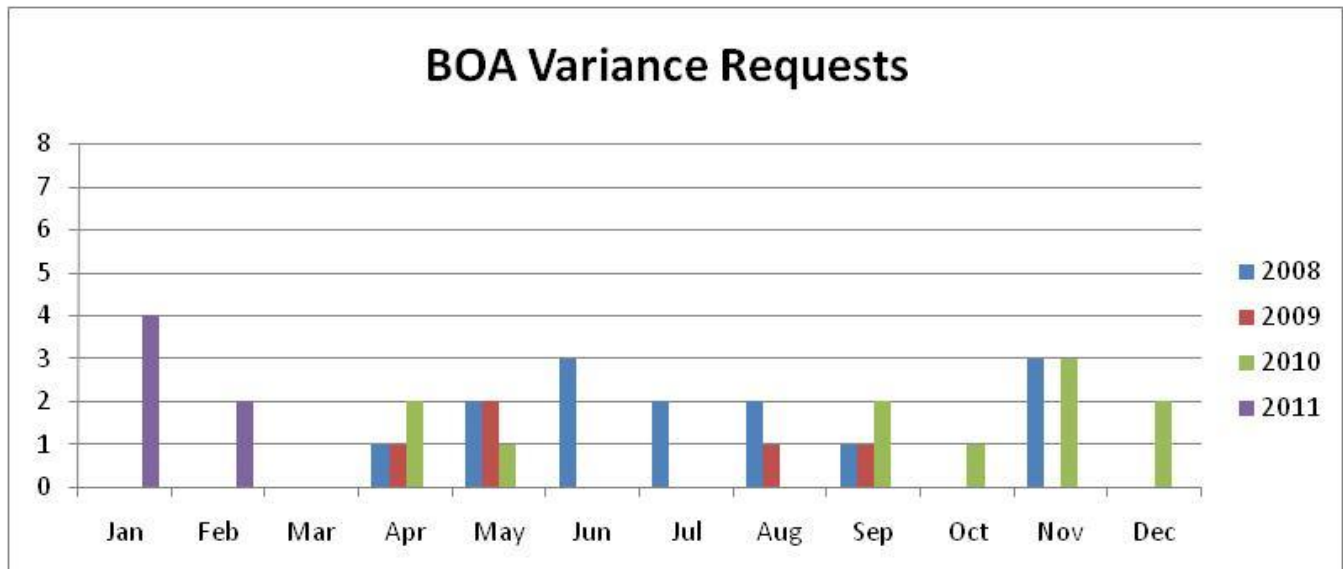
Description	Case Name	Case Number	Hearing Date	Action
Land Use	AlloSource FDP	LU-10-00118	02/09/2011	Approved

Land Development Projects Scheduled For PZ Commission (March 2011)

Description	Case Name	Case Number	Hearing Date
Land Use	GO Toyota FDP	LU-10-00103	03/09/2011
Land Use	Nilex Corporation FDP	LU-10-00153	03/23/2011

Board of Adjustment

In February, the Board of Adjustment heard 2 variance requests as compared to hearing 0 in 2010. YTD, the Board of Adjustment heard 6 variance requests as compared to 0 in 2010.



Variance Requests Heard by the Board of Adjustment (February 2011)

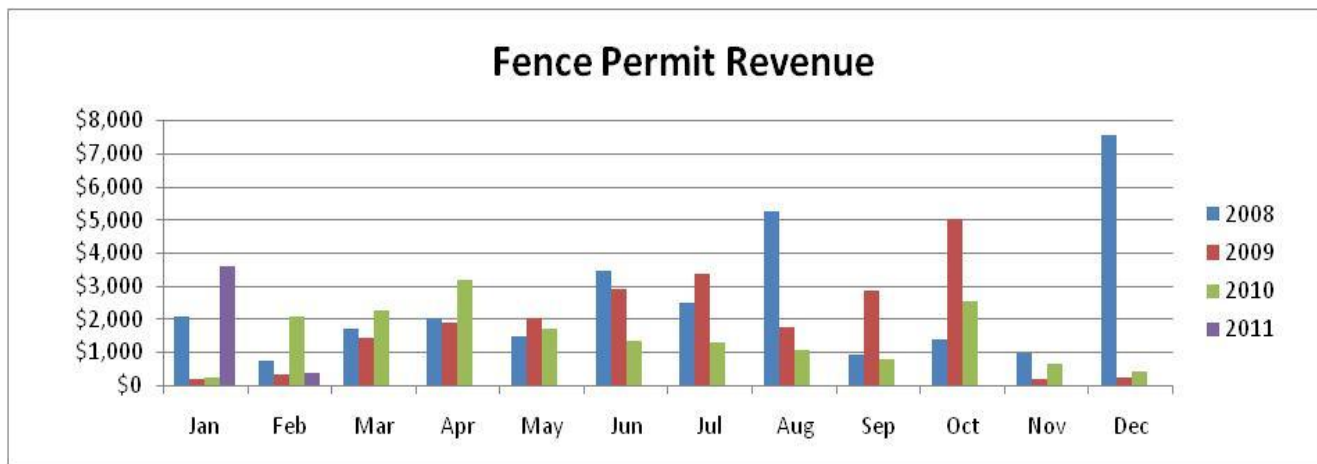
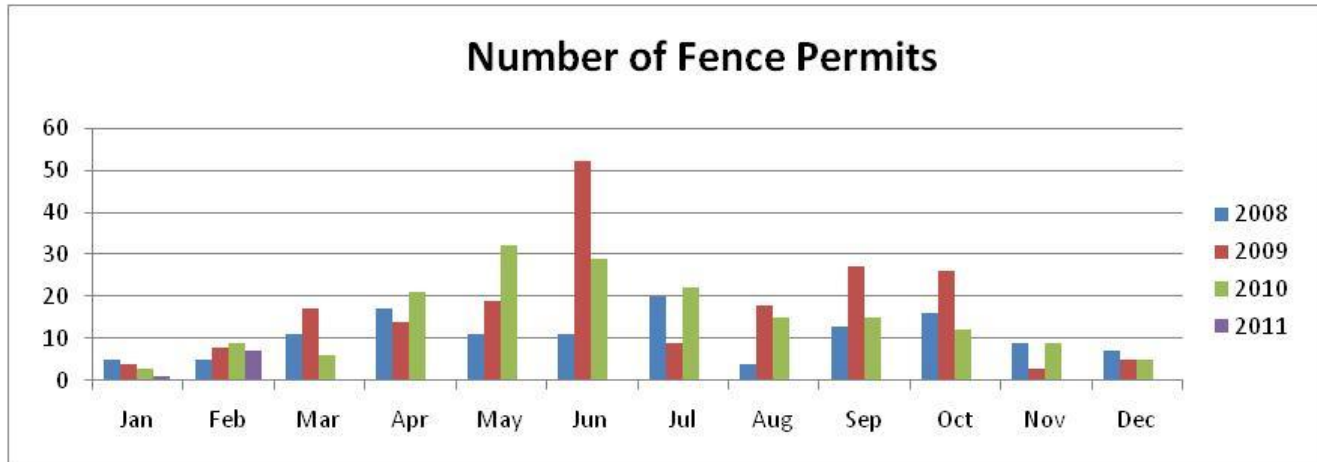
Description	Case Name	Case Number	Hearing Date	Action
BOA	Chunn Variance	BA-10-00150	02/17/2011	Approved
BOA	Ewell Variance	BA-11-00008	02/17/2011	Approved

Variance Requests Scheduled for the Board of Adjustment (March 2011)

Description	Case Name	Case Number	Hearing Date
BOA	Ledford Variance	BA-11-00021	03/17/2011
BOA	Hilst Variance	BA-11-00026	03/17/2011

Fence Permits

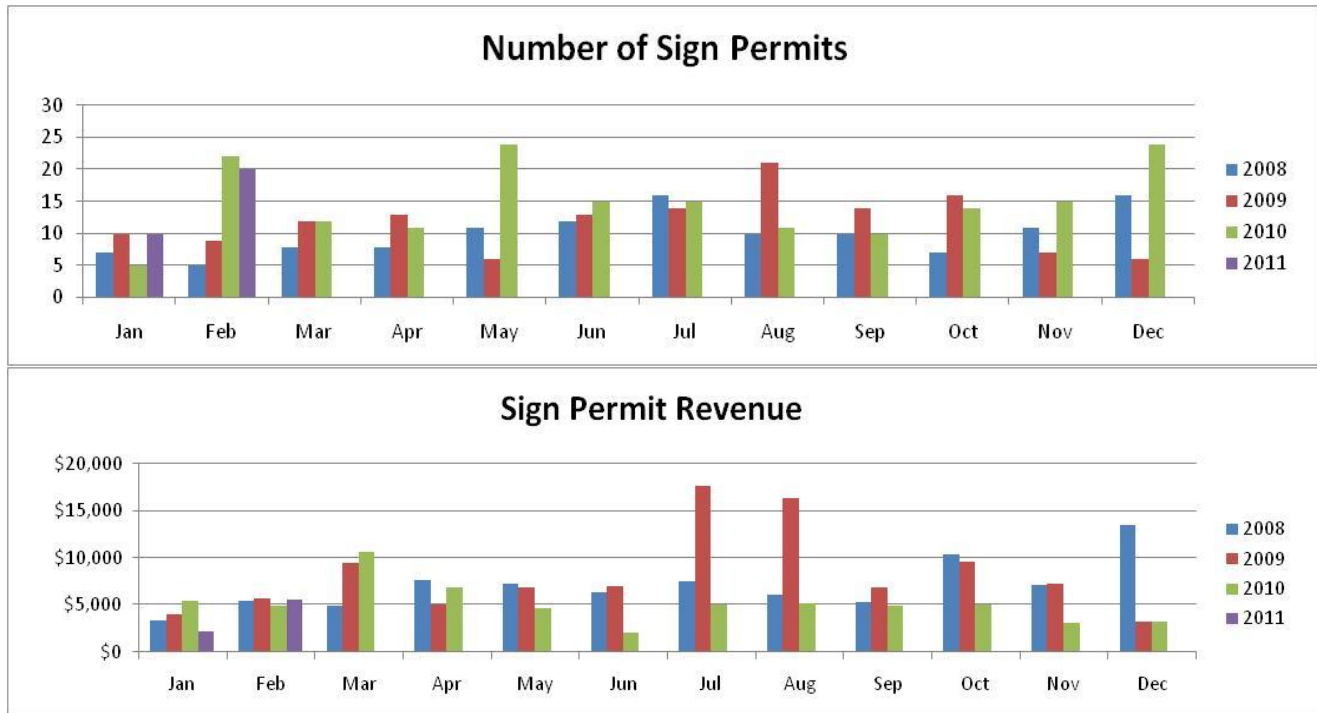
In February, the City received 7 fence permit applications with monthly revenue of \$388. YTD, fence permit application activity is lower than that of the previous year, but YTD revenue is higher. YTD applications for 2011 are 8 compared to 12 for 2010. YTD revenues for 2011 are \$3,981 compared to \$2,323 for 2010. There were no fence permits (or 0% of permits issued in the month) through Rapid Review Thursdays (RRT) in February, so average permit wait/processing time for February was 0 minutes; YTD average wait/processing time is 0 minutes.



Fence Permits Submitted (February 2011)			
Location	Case Number	Date Received	Date Approved
15650 E Progress Dr	FE-11-00002	02/02/2011	02/04/2011
6405 E Fair Ave	FE-11-00003	02/04/2011	02/10/2011
6441 S Marion St	FE-11-00004	02/08/2011	02/10/2011
6966 S Cook Way	FE-11-00005	02/11/2011	02/16/2011
6165 S Harrison Dr	FE-11-00006	02/14/2011	02/18/2011
6064 S Fairfax Ct	FE-11-00007	02/28/2011	03/01/2011
20232 E Lake Ave	FE-11-00008	02/28/2011	03/01/2011
Average Approval Time – Business Days			2.42 Day

Sign Permits

In February, the City received 20 sign permit applications with monthly revenue of \$5,581. YTD sign permit application activity is higher than the previous year, yet YTD revenues are lower. YTD applications for 2011 are 30 compared to 27 issued for 2010. YTD revenues for 2011 are \$7,738 compared to \$10,476 for 2010. There were no sign permits issued through Rapid Review Thursday (RRT) in February, so average wait/processing time 0 minutes; YTD average permit wait/processing time for February is 0 minutes.

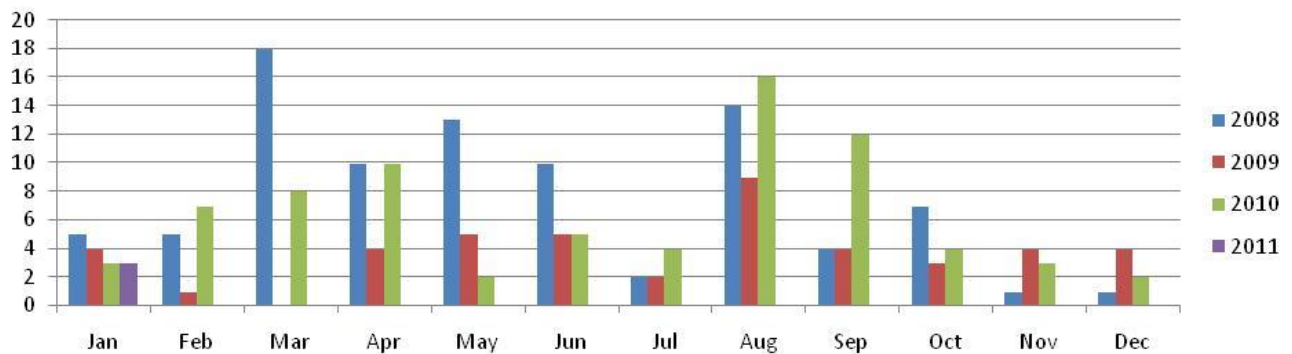


Location	Case Number	Date Received	Date Approved
5270 E Arapahoe Rd	SG-11-90157	02/01/2011	02/14/2011
2154 E Commons Ave Ste 300	SG-11-90158	02/04/2011	02/17/2011
20209 E Smoky Hill Rd	SG-11-90159	02/08/2011	02/16/2011
2261 E Arapahoe Rd	SG-11-90160	02/08/2011	02/10/2011
6568 S Racine Cir	SG-11-90161	02/10/2011	02/16/2011
15410 E Orchard Rd	SG-11-90162	02/14/2011	02/18/2011
6853 S York St Ste 124	SG-11-90163	02/14/2011	02/18/2011
8280 S Quebec St	SG-11-90164	02/16/2011	02/18/2011
15765 E Arapahoe Rd	SG-11-90165	02/17/2011	02/17/2011
8263 S Quebec St	SG-11-90166	02/17/2011	02/17/2011
5171 E Arapahoe Rd	SG-11-90167	02/17/2011	02/17/2011
7799 E Arapahoe Rd	SG-11-90168	02/17/2011	02/17/2011
7547 S University Blvd	SG-11-90169	02/18/2011	02/25/2011
8223 S Quebec St	SG-11-90170	02/18/2011	02/25/2011
16748 E Smoky Hill Rd	SG-11-90171	02/23/2011	02/25/2011
14550 E Easter Ave	SG-11-90172	02/23/2011	03/04/2011
12201 E Arapahoe Rd B3	SG-11-90173	02/28/2011	03/01/2011
14550 E Easter Ave	SG-11-90174	02/28/2011	03/07/2011
6202 S Parker Rd	SG-11-90175	02/28/2011	03/01/2011
6600 S Quebec St	SG-11-90176	02/28/2011	03/01/2011
Average Approval Time – Business Days			3.15 Days

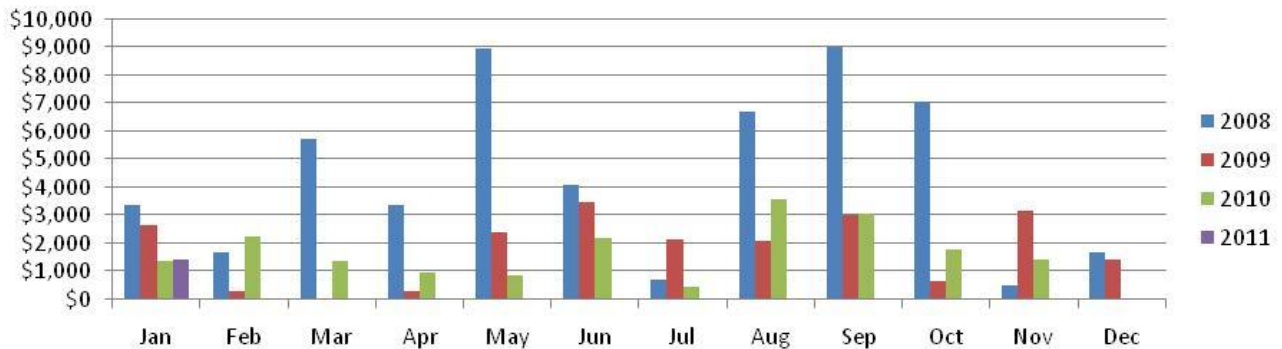
Right-of-Way Permits

In February, the City received 0 right-of-way permit applications with monthly revenue of \$0. YTD right-of-way permit application activity is the same as the previous year and YTD revenues are slightly lower. YTD applications for 2011 are 3 compared to 10 for 2010. YTD revenues for 2011 are \$1,415 compared to \$3,624 for 2010.

Number of Right-of-Way Permits



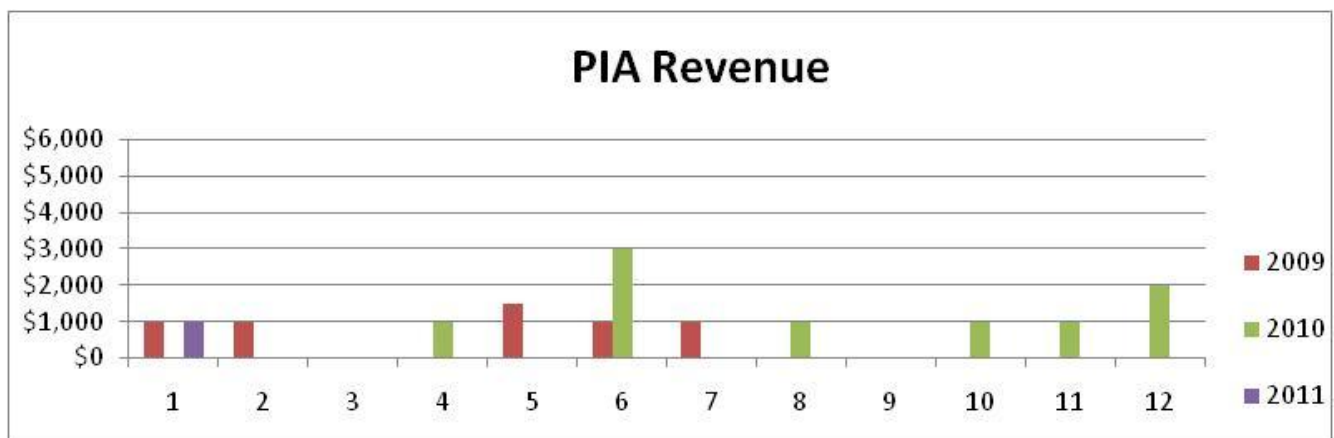
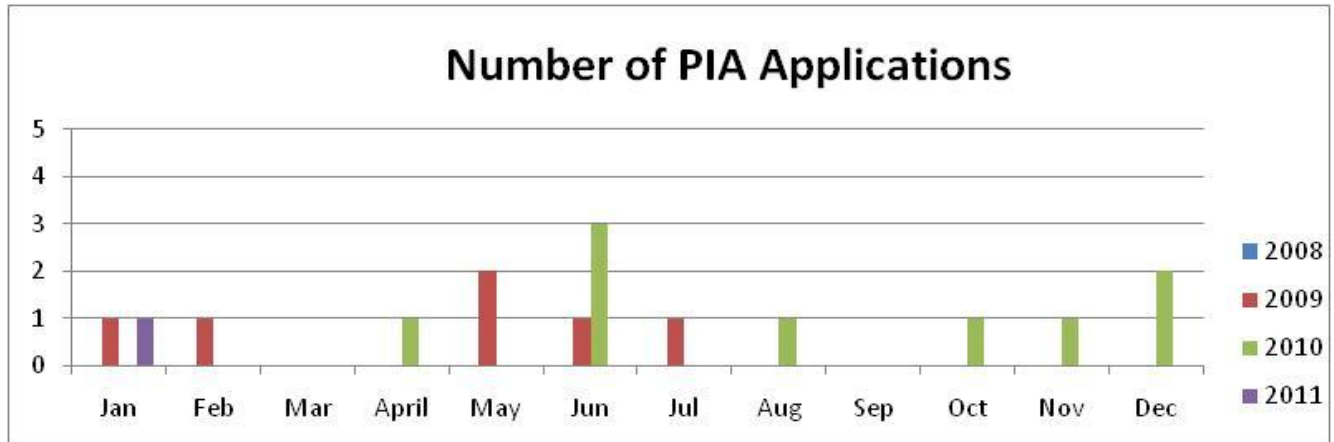
Right-of- Way Revenue



Location/Contractor	Permit Number	Date Received	Date Approved
None			

Public Improvement Agreements (PIA)

In February, the City received 0 PIA application compared to 0 in 2010. The monthly revenue of \$0 is equal to 2010 which was at \$0. YTD PIA applications for 2011 are 1 compared to 0 in 2010. YTD revenues for 2011 are \$1,000 compared to \$0 in 2010. We began tracking PIA's in 2009.

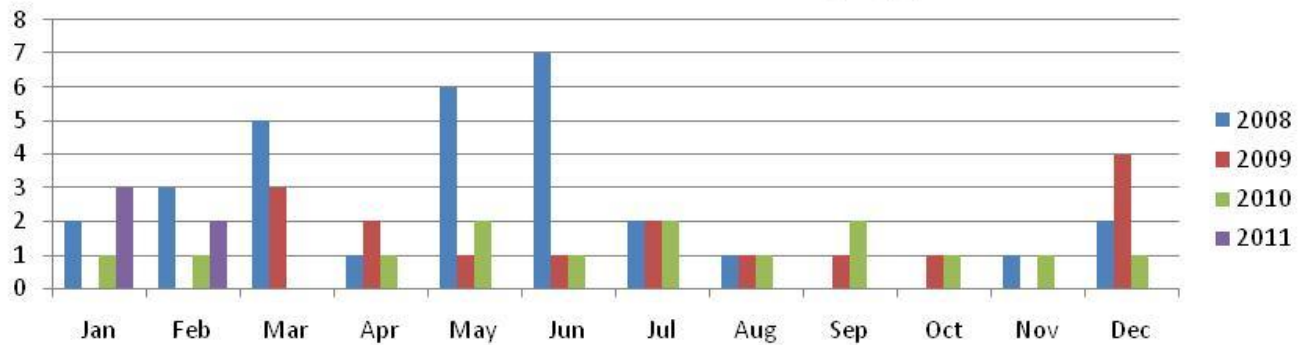


PIAs Submitted (February 2011)			
Description	Case Name	Case Number	Date Application Accepted
None			

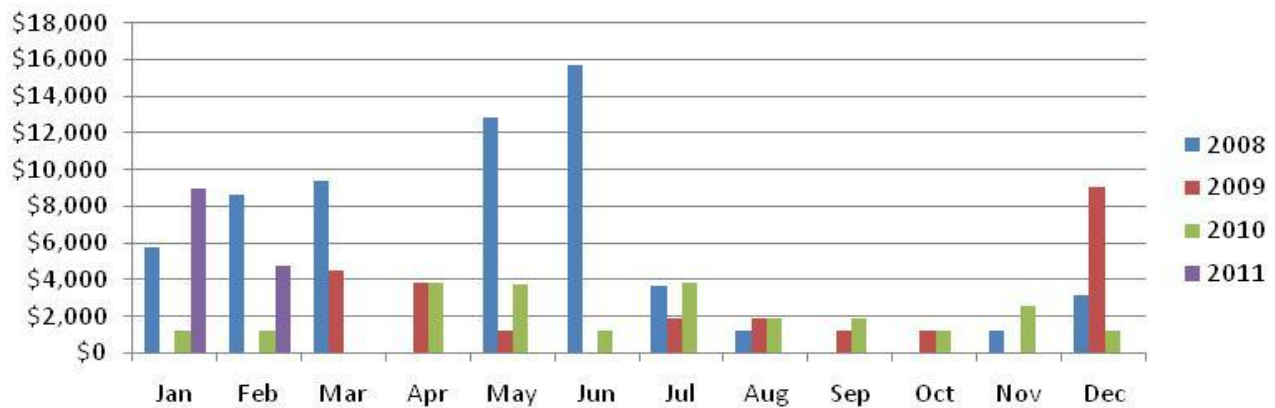
Construction Drawings (CD)

In February, the City received 2 CD applications with \$4,800 in monthly revenue. YTD CD permit application activity is higher than the previous year and YTD revenues are higher. YTD applications for 2011 are 5 compared to 2 for 2010. YTD revenues for 2011 are \$13,800 compared to \$2,600 for 2010. None of the 5 CDs and \$0 of the \$13,800 is associated with Open Space.

Number of Construction Drawing Applications



Construction Drawing Revenue



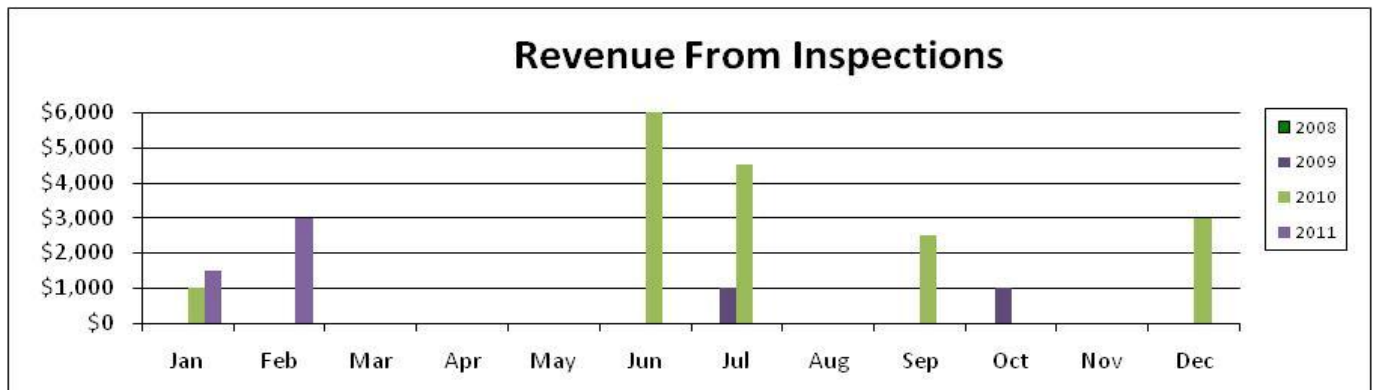
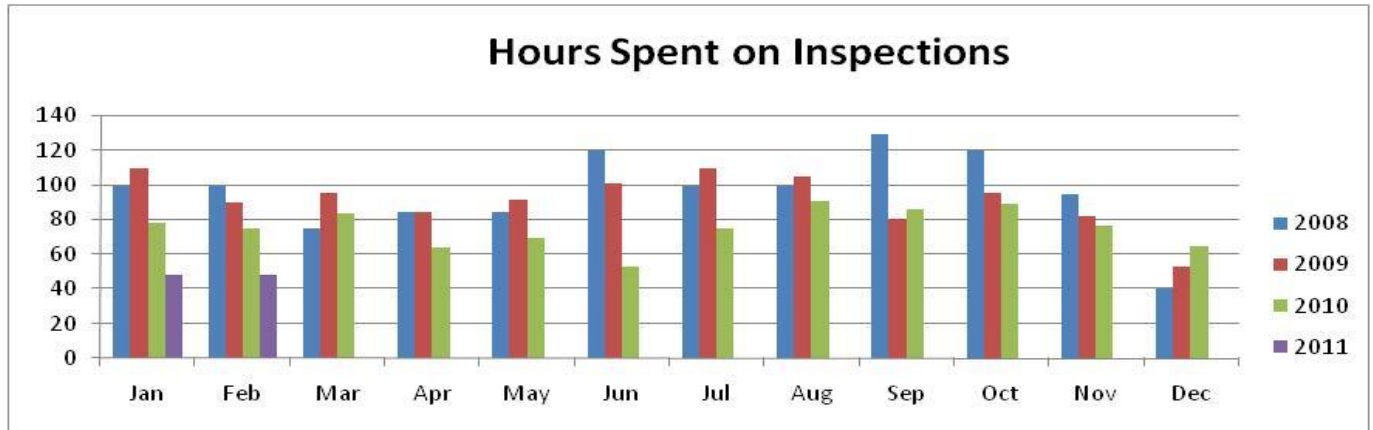
CDs Submitted (February 2011)

Description	Case Name	Case Number	Date Application Accepted
CD	Cotswold Green	CD-11-00022	02/11/2011
CD	Golden Corral	CD-11-00027	02/25/2011

The Engineering Division approved 1 CD in February:
CD-10-00124 – Kuni Honda

Infrastructure Inspections

In February, 16 individual projects/sites were inspected and there was \$3,000 revenue collected. City staff spent a total of 48 hours performing these inspections compared to 75 hours in 2010. YTD revenue for 2011 is \$4,500 compared to \$1,000 in 2010.



Infrastructure Inspections (February 2011)		
General Location	Case Name	Status
Arapahoe and University	Streets at Southglenn	Under Warranty
Parker Road and Arapahoe Rd	Centennial Center Filing 2	Under Construction
Dry Creek & Eudora	Lifetime Fitness	Under Construction
Smoky Hill Road & Picadilly	Bridges @ Smoky Hill	Under Warranty
Otero Ave. & Dayton St	IKEA	Under Construction
Humbolt & Orchard Rd	Orchard Estates	Under Construction
Broadway & Costilla	Vista Verde	Under Warranty
University & Arapahoe Rd	Trice Jeweler	Under Warranty
Breakaway Sports	Arapahoe & Race	Under Warranty
County Line Road & Niagara	Foxridge VIII	Under Warranty
Smoky Hill & Buckley	Walgreens	Under Construction
Briarwood & Havana	Fast Signs	Under Construction
4814 East Links	Heritage Green	Under Construction
Mineral & Otero	St. Thomas More	Under Construction
Arapahoe Rd & Joilet St	Kuni Honda	Under Construction
Parker Rd & Arapahoe Rd	Centennial Lanes	Under Construction

Business Registration/Sales Tax License

In February, a total of 21 business registration/sales tax licenses were issued. YTD totals are 50 compared to 0 in 2010. Current Planning Division started review of these in March of 2010. We average 5 days to process these applications.



Business Registration/Sales Tax License (February 2011)			
Case #	Case Name	Approved	Business Description
CEN-007075	Brian Highways Denver, LLC	Yes	Individual and Family Services
CEN-007080	Rosie	Maybe	Jewelry, Luggage, and Leather Goods Stores
CEN-007074	Carol Stafford, Psy D.	Yes	Offices of Other Health Practitioners
CEN-007083	Udom Thai Cuisine, Inc.	Yes	Full Service Restaurants
CEN-007084	Mida Holding	Yes	Furniture Stores
CEN-007085	Chrysalis Nutrition and Health, LLC	Maybe	Offices of Other Health Practitioners
CEN-007087	Denver Wellness at Dry Creek	Yes	Offices of Dentists
CEN-007088	The Detail Shop of Colorado	Yes	Automotive Parts, Accessories, and Tire Stores
CEN-007086	Mj Liechty Health Services	Yes	Offices of Other Health Practitioners
CEN-007090	Holm Run Enterprises	Maybe	Educational Support Services
CEN-007092	BNK Enterprises	Maybe	Limited Service Eating Places
CEN-007094	Catz Designs	Maybe	Jewelry, Luggage, and Leather Goods Stores
CEN-007095	China Blessing	Yes	Full-Service Restaurants
CEN-007096	Rocky Mountain Dog Guard	Maybe	Other Specialty Trade Contractors
CEN-007098	Centennial Rose	Yes	Used Merchandise Stores
CEN-007100	BYOU	Maybe	Jewelry, Luggage, and Leather Goods Stores
CEN-007107	Hua Lin Enterprises	Yes	Other Schools and Instruction
CEN-007115	Miracle Ear	Yes	Health and Personal Care Stores
CEN-007121	Thomas Bahnsen	Maybe	Personal Care Services
CEN-007122	Max Muscle #1514	Maybe	Specialty Food Stores
CEN-007123	Padibbles	Yes	Paper and Paper Product Merchant Wholesale

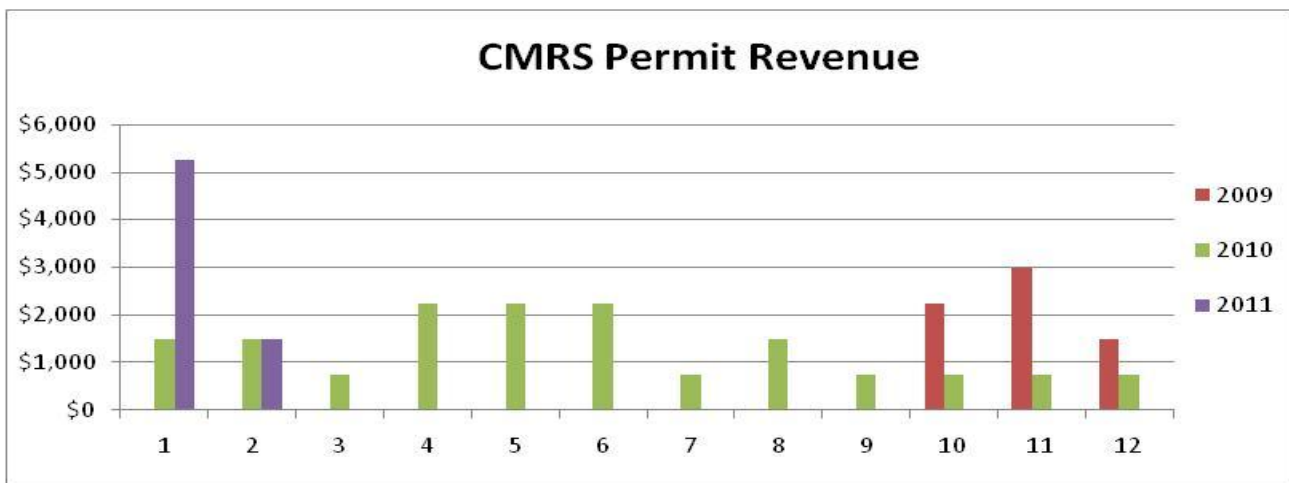
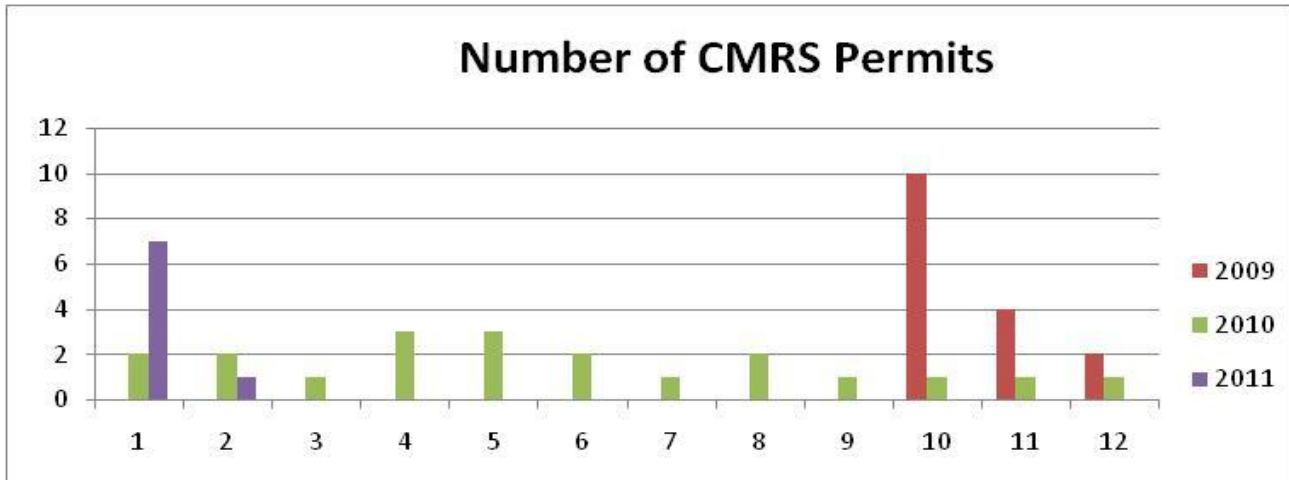
Legal Services

In February, a total of \$1,000 in revenue was received for legal services. YTD revenues for 2011 are \$5,500 compared to \$2,000 for 2010. Legal fees are collected to cover actual legal costs and do not impact the final budget in a negative or positive way.



CMRS Permits

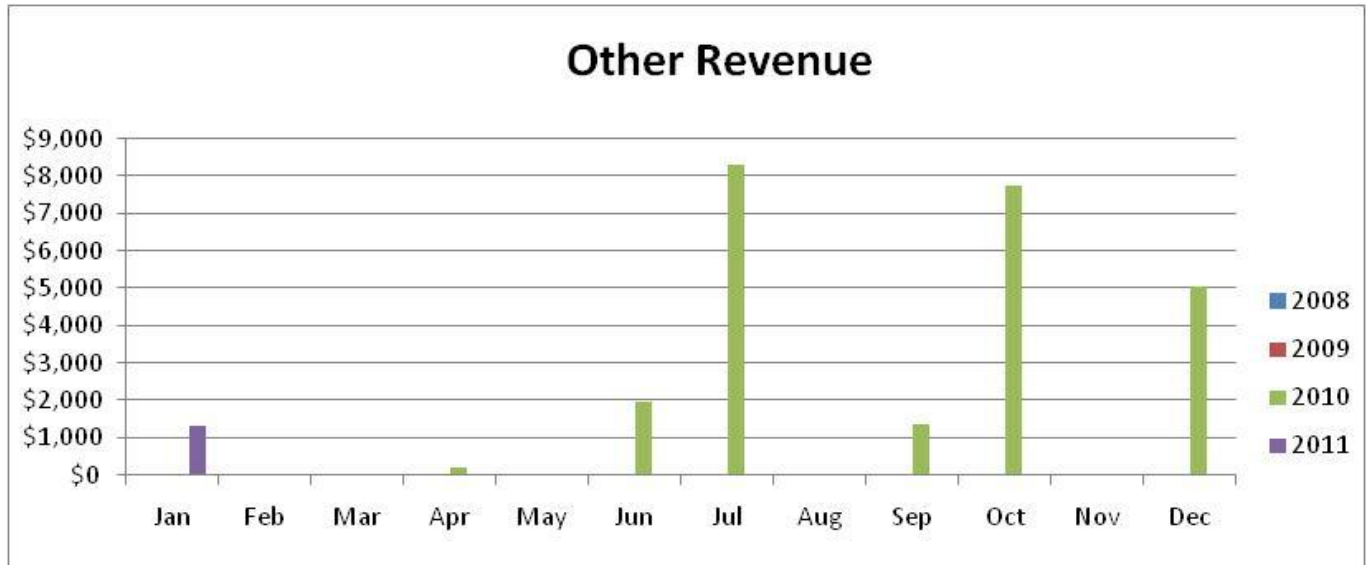
In February, we received 1 CMRS permit for \$1,500 in revenue. YTD revenues for 2011 are \$6,750, which is above the 2011 projected revenue of \$1,800 and above the 2010 revenue of \$3,000. CMRS permit tracking began in January 2009.



CMRS Permits (February 2011)		
Project or Location	Case Number	Date Received and Issued
6850 S. Tucson Way	CMR-11-00008	02/04/2011 and 02/22/2011

Other & Miscellaneous Fees

In February, we received \$31 in revenue for other fees and miscellaneous items. YTD revenues for 2011 are \$1,355, which is above the 2011 projected revenue of \$1,000 and above the 2010 revenue of \$0.



Note: Federal grants of \$147,232 were expected and budgeted in 2010. Through 2010 we have received \$49,720 in EECBG grant revenue for Paperless Plan Review. This leaves \$97,512 to be spent in 2011. This revenue is reimbursed after the money has been spent. No funds have been reimbursed yet in 2011.

The other fees collected in February were for LU-10-00038 recording fees.

Bus Bench Permits are now part of Land Use Services. We collected the monthly fee of \$6,333 in February and YTD Revenue of \$12,666.